

Santa Barbara Airport

Terms and Conditions for Airport-Issued Personnel Identification Media and Access Media

Each airport operator is required to have a security program in accordance with TSR 1542.103 (a). The terms and conditions outlined in this document are in place to ensure that Santa Barbara Airport is in compliance with its Security Program, TSA Security Directives and with applicable federal laws and regulations relating to airport security.

Responsibilities and Restrictions - As a holder to Personnel Identification Media and/or Access Media issued by the Santa Barbara Airport you are required to adhere to the following airport security rules:

1. You must comply with all federal laws and regulations relating to Airport Security.
2. You must secure, or continuously monitor, any Restricted Area access point that you open or which you are responsible for monitoring.
3. You must properly display your Personnel Identification Media by wearing it above the waist and on your outermost garment at all times when in a Restricted Area.
4. You must challenge a suspected unauthorized person in a Restricted Area if it is reasonably safe to do so. Whether you challenged the suspected unauthorized person or not, you must nonetheless report the person to the Airport Security Operations Center immediately.
5. You must adhere to proper escort procedures while in a Restricted Area of the airport.
6. If you underwent a CHRC to obtain your Personnel Identification Media, you must notify the Airport of any subsequent convictions for a disqualifying offense.
7. You must follow proper stop and wait procedures by waiting until the electric gate closes after you enter or exit a restricted area.
8. You must remain in your designated area.
9. You must follow lawful orders of Airport Patrol Officers.
10. You must use your Personnel Identification Media and/or Access Media for legitimate purposes only.
11. You must only use or attempt to use your Personnel Identification Media and/or Access Media at locations you are authorized to access.
12. You must immediately return expired Personnel Identification Media and/or Access Media to the Airport Department.
13. You must return Personnel Identification Media and/or Access Media to the Airport Department upon termination of the need for access to the area(s) for which it was issued.
14. You must promptly report security violations or vulnerabilities you observe or know about to the SOC.
15. You must immediately report lost, stolen, or unaccounted for Personnel Identification Media and/or Access Media to the SOC.
16. You must immediately replace worn, damaged, or illegible Personnel Identification Media.
17. If you have been issued a digital transmitter device, you must adhere to procedures established for their proper operation.
18. If you are the holder of SBA access media and are traveling as a passenger, you must access the sterile area only through a TSA screening checkpoint with any accessible property you intend to carry onboard the aircraft. If you leave the sterile area after you have been screened you may only reenter the sterile area through the TSA checkpoint after being rescreened.
19. You must enter your PIN code correctly.
20. You must not use anyone else's Personnel Identification Media and/or Access Media.
21. You must not allow others to use your Personnel Identification Media and/or Access Media or PIN code.
22. You must not be in possession of your own or someone else's Personnel Identification Media and/or Access Media that has expired or that has been previously reported lost or stolen.
23. You must not divulge sensitive security information.
24. You must not be in a Restricted Area unless you are authorized to be there or you are under the airport authorized escort of a person who is authorized to be in that area.
25. You must not allow unauthorized access to a Restricted Area.
26. You must not engage in Piggy Backing.
27. You must not cause unnecessary access control alarms.
28. You must not cause a false PIN Duress alarm.
29. You must not attempt to circumvent or compromise any security system, measure, or procedure.

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30. You must not falsify, forge, counterfeit, tamper with or alter your own or someone else's Personnel Identification Media and/or Access Media.

31. You must not use your Personnel Identification Media and/or Access Media to facilitate commission of a misdemeanor or felony.

32. You must not provide false or misleading information in any document submitted to the airport for the purpose of obtaining or retaining Personnel Identification Media.

33. All access media holders are subject to a \$100 fee, per access media, for unreturned access media upon expiration/termination. (This includes badges, keys and DTDs)

34. Fees will be imposed for failure to comply with these Terms and Conditions. The amount of the fee will depend on how many violations a person has committed during the 12 months preceding the security violation in question. The established fee schedule is as follows:

First Offense: \$50 fee (also subject to remedial security training)

Second Offense: \$120 fee (also subject to badge suspension)

Third Offense: badge revocation

Failure to pay required fees may result in the following:

- a. Your ID media will be disabled,
- b. Your unescorted access privilege will be suspended

35. You must physically check any restricted area access point, to ensure that it is locked, if you opened it or if you are otherwise responsible for ensuring that it is secure after use.

36. You must complete remedial security training within five (5) calendar days of having been issued a Notice of Violation for failure to comply with these Terms and Conditions. If you do not complete the remedial security training within five (5) calendar days the consequences listed below will take place until the remedial security training is completed:

- a. Your ID media will be disabled,
- b. Your unescorted access privilege will be suspended

37. You will be required to reapply for access media if your access media is disabled or suspended for 30 calendar days or more. Reapplying for access media includes the resubmittal of your fingerprints for a Criminal History Records Check (CHRC) and/or and resubmittal of your personal information for a Security Threat Assessment (STA). Your media will be renewed or reactivated once you have cleared the new CHRC and/or the new STA and after you have paid the fees for the resubmittal of the fingerprints and information.

38. You must immediately notify the Airport if your current mailing address has changed. (Will not be subject to the Terms and Conditions fee schedule)

39. You must not lose Personnel Identification Media and/or Access Media. (Lost ID media will not be subject to the Terms and Conditions fee schedule, but will be subject to the badge office fee)

By my signature below I:

1. Agree to comply with these terms and conditions.
2. Agree that the Personnel Identification Media and/or Access Media issued to me are the property of, and shall be returned to, the Santa Barbara Airport upon request or if unescorted access is no longer required.
3. Acknowledge receiving a copy of this document.

Print Name

Signature

Date